



Fiscal Year 2003

Executive Office for Weed and Seed Program Guide and Application Kit

► Continuation Sites

GMS Registration Deadlines:

Group A: April 16, 2003

Group B: August 22, 2003

GMS Application Deadlines:

Group A: April 30, 2003

Group B: September 5, 2003

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Office of Justice Programs
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World Wide Web Homepage:
<http://www.ojp.usdoj.gov/eows>

February 2003

Dear Applicant:

Enclosed is the Fiscal Year 2003 Executive Office for Weed and Seed (EOWS) Program Guide and Application Kit for Continuation funding.

Please review these guidelines thoroughly and carefully plan to invest your Weed and Seed funding for maximum impact in your community. The Office of Justice Programs recognizes that the funds you receive under the Weed and Seed program will never provide for all the public safety related needs of your sites. However, we encourage you to use the Weed and Seed application and planning process to work with your Steering Committee and coalition partners to improve collaboration, leverage other available federal, state, and local resources, and then fill gaps in public safety related needs.

In 2003, EOWS will work closely with sites to help you identify and benefit from funding and training available from other government agencies, as well as the private sector, for the "seeding" related needs of your communities. This will allow you to use EOWS and other Department of Justice funding for its intended "weeding" purposes—to help meet your law enforcement and community policing needs.

Another important focus for 2003 will be helping sites plan for sustainability. EOWS funds are intended to help communities develop sound Weed and Seed strategies, implement an effective, coordinated program, and leverage additional federal, state, and local support to sustain your Weed and Seed program over the long term. I strongly encourage you to begin now to build this long-term capacity into your programs.

Please carefully follow the directions for applying for 2003 Weed and Seed funding. If you have questions regarding the Application Kit or the application process, please call your program manager at (202) 616-1152. **All applications must be submitted online via the Internet-based Grants Management System (GMS).** If you do not have an Internet account established, please contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.

Thank you for your continued involvement in Weed and Seed and for all you are doing to improve the safety and quality of life in your communities.

Sincerely,

Robert M. Samuels
Acting Director

Enclosure

cc: U.S. Attorney
Law Enforcement Agency Partner

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**The following Weed and Seed Training and Supplemental Materials for 2003
Continuation Funding Applicants are on the web at:**

www.ojp.usdoj.gov/eows/funding.htm

- A. National Directory Update
- B. Sample Letter of Non-Supplanting
- C. Site Development Benchmarks
- D. Special Emphasis Initiatives
- E. Government Performance and Results Act (GPRA) Forms

APPLICATION CHECKLIST

All applications must be submitted electronically through the Grants Management System (GMS). For further information on GMS, see page 18, or go to the Office of Justice Programs web site:

www.ojp.usdoj.gov/fundopps.htm

I Submit the following online through GMS:

- An Application for Federal Assistance (SF-424). All data fields in the electronic form must be populated.
- The name of the authorizing official on the Assurances and Certifications screen. The authorizing official must review the Assurances and Certifications forms in their entirety. The authorizing official does not need to submit signed hard copies of these forms to EOWS. Click to "sign off" on these on the GMS application.
- One "Budget Detail Worksheet and Budget Narrative" file.
- One "Program Narrative" file that contains the following:
 - A. Management Structure
 - B. Nature and Extent of the Problem
 - C. Scope of Work for the Next 12 Months
 - D. Special Emphasis Narrative
 - E. The Federal Role
 - F. Coordination
 - G. Evaluation
 - H. Sustaining Your Weed and Seed Strategy
- One "Other Program Attachments" file that contains the following:
 - A. Site Summary
 - B. National Directory Update

Please refer to corresponding sections in the application kit to determine the contents of each attachment.

Applicants must follow the outline provided. Please note that you must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as a part of the application. Thus, if you do not assemble and attach all sections of the Program Narrative as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches responses to the Management Structure, Nature and Extent of the Problem, and Scope of Work as one file, and subsequently attaches the Special Emphasis Narrative as a separate file, we will only receive the Special Emphasis Narrative.

II Fax the following documents to the GMS RightFax line at (202) 354-4147. You must include your GMS-assigned application number (e.g., 2003-W0001-MD-WS) on the fax cover sheet and each subsequent page of the fax for identification purposes! If you have any of these documents electronically, please submit them online as a part of your "Other Program Attachments" file.

- Signed U.S. Attorney Letter of Commitment. This letter should also specify the Federal law enforcement agencies that participated in developing the site's law enforcement strategy.
- Signed Letter of Non-Supplanting.

- Government Performance and Results Act (GPRA) Forms. **You also must fax these forms along with your site map to the Justice Research and Statistics Association (JRSA) at (202) 842-9329.**
- A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s). **Also, fax this information to JRSA along with your GPRA forms.**
- Signed Confidential Funds Certification, if applicable (sample provided in the OJP Financial Guide, Chapter 8: Confidential Funds, at www.ojp.usdoj.gov/FinGuide/)
- Completed/signed Accounting System and Financial Capability Questionnaire, if applicable. **This form is required for all new applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.** (download form from www.ojp.usdoj.gov/forms.htm)
- Indirect Cost Agreements, if applicable.

No paper submissions of the FY 2003 funding application are required; however, all applicants need to retain at least one hard copy of the completed application in the event that portions need to be resubmitted as well as for future reference.

The deadlines for the on-line GMS application (along with GMS RightFax submissions) are as follow:

Group A: April 30, 2003

Group B: September 5, 2003

We recommend that Group A applicants register through GMS no later than April 16, 2003, as you must receive confirmation that you are eligible to submit an application prior to submitting one. Group B applicants should register no later than August 22, 2003. Please refer to the "Using the Grants Management System (GMS)" section, on page 18 of this solicitation, for further instructions.

III Need Help?

- For GMS technical assistance, call the OJP/GMS helpline at (888) 549-9901
- Consult the OJP website at <http://www.ojp.usdoj.gov/fundopps.htm>.
- Call the EOWS program manager for your site at (202) 616-1152.
- For financial management assistance, contact the Office of the Comptroller (OC) Customer Service Center at (800) 458-0786 or via e-mail at askoc@ojp.usdoj.gov.

OPERATION WEED AND SEED

Introduction

This document describes the program requirements and provides the information needed to apply for FY 2003 funding under Operation Weed and Seed. Administered by the Executive Office for Weed and Seed (EOWS), Office of Justice Programs (OJP), U.S. Department of Justice, Operation Weed and Seed is a community-based initiative that encompasses an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.

The Weed and Seed Strategy

Operation Weed and Seed is foremost a strategy--rather than a grant program--that aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in designated high-crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to a few square miles.

The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in "weeding out" violent crime and drug abuse; and "seeding" brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization. A community-oriented policing component bridges the weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources.

The Role of the U.S. Attorney

The U.S. Attorney plays a central role in organizing the Steering Committee and bringing together communities with other Weed and Seed participants. The U.S. Attorney's Office provides leadership in joint law enforcement operation planning and implementation, and ongoing involvement in the Steering Committee and other activities. The U.S. Attorney's role includes, but is not limited to, the following: 1) convening/co-chairing the Steering Committee and overseeing the law enforcement strategy; 2) deciding whether to execute a letter of recommendation in furtherance of an application for Official Recognition of a site; and 3) approving requests to use the U.S. Attorneys' Fund for Weed and Seed activities.

Official Recognition

Official Recognition designation is the first step in the Federal Weed and Seed process. A community that is interested in becoming a Weed and Seed site must notify the U.S. Attorney's Office in its district of the intent to develop a Weed and Seed Strategy, and then request an *Executive Office for Weed and Seed Implementation Manual* and (when released) the current Official Recognition Guidelines and Application from EOWS. The U.S. Attorney, or his/her designee, can assist the prospective site with organizing a Steering Committee and planning and developing the strategy. The prospective site applies for Official Recognition of its Weed and Seed strategy by submitting its strategy -- through the local U.S. Attorney's Office -- to EOWS for review and approval. The strategy must be locally driven and developed in accordance with EOWS guidelines. Benefits of Official Recognition include preference in receiving discretionary resources from participating Federal agencies; priority for participating in federally sponsored training and technical assistance; use of the official Weed and Seed logo; and eligibility to compete for Department of Justice Weed and Seed funds.

Maintaining Best Programs and Providing Training

Weed and Seed Continuation Sites are offered funding to maintain their best programs so that they can improve coordination in planning and implementing their own Weed and Seed strategy and serve as examples for other sites, including those developing their strategies. However, sites are expected to develop a sustainability strategy which involves the use of other existing local, state, and/or Federal resources to maintain these best programs after the life of the grant.

Sites are encouraged to provide training for other sites in a mutually acceptable manner—through regional networking; by hosting visits by members of new and developing sites seeking training; providing personnel who provide training at regional and/or national Weed and Seed training conferences; or by hosting training conferences to which other sites will be invited. Each site also will be expected to provide training in the Weed and Seed strategy to other neighborhoods in its local area, upon request, to help those other neighborhoods to replicate the Weed and Seed strategy.

Achieving Efficiency and Sustainment Through Coordination With Other Resources

Coordination of resources is an essential part of using funds efficiently and in a manner that will sustain the project for the long term, after Weed and Seed funds cycle off. Sites' coordination and cooperation should extend to related community development efforts, and Federal funding sources (e.g., Local Law Enforcement Block Grants, Byrne Formula Funds, Juvenile Justice Formula and Discretionary Funds, Asset Forfeiture Equitable Sharing, and COPS funds); as well as state, local, and private resources. In addition, U.S. Attorneys' offices can assist communities through "Weed and Seed" real property transfers. Coordination among Federal agencies can be facilitated through the Federal Executive Boards (web site: www.feb.gov). Further information on Federal agencies and their programs that may be of interest to Weed and Seed sites can be accessed at www.whitehouse.gov/government/fbci/grants-catalog-index.html and in *The Guide to Federal Resources for Weed and Seed Communities*, available on the EOWS web site at www.ojp.usdoj.gov/eows/whatsnew.htm.

APPLICANT ELIGIBILITY AND SELECTION

Application Deadline

All applications must be submitted electronically through GMS. The deadlines for submitting the GMS application (including GMS RightFax attachments) are **April 30, 2003, for Group A** and **September 5, 2003, for Group B**.

We recommend that Group A applicants register through GMS **no later than April 21, 2003**, as you must receive confirmation that you are eligible to submit an application prior to submitting one. **Group B applicants should register no later than August 22, 2003.**

Eligible Applicants and Review Process

Only Officially Recognized Weed and Seed Sites in good standing are eligible to apply for funding. FY 2003 EOWS funding decisions for Continuation sites will be based on a consideration of the cycle of awards made to the site (generally, a site will only get one award per fiscal year), the site's unobligated balances of OJP/EOWS funds from prior awards, compliance with the requirements and conditions of this solicitation, past performance, past awards, and all OJP reporting requirements (including GPRA reporting every year, **regardless** if a Continuation site is submitting a funding application in a given year).

NOTE: A site's failure to submit a Letter of Commitment from the U.S. Attorney with the FY 2003 funding application will preclude further review of the application.

Award Amount

Unless otherwise noted, Continuation sites may apply for a total of \$225,000, of which at least half (\$112,500) must be used for "weeding," including community policing. Up to \$50,000 of the grant funds should be budgeted for Special Emphasis Initiatives (see Special Emphasis Initiatives at www.ojp.usdoj.gov/eows/funding.htm).

List of Sites Approved to Apply for FY 2003 Continuation Funding

Group A: Applications from the following sites are due on April 30, 2003:

Please note that the Site ID number is merely an identifier. It is a randomly assigned number used in the EOWS site tracking database.

| Group A | | | |
|------------|-------------|----------------------------------|---------|
| STATE | CITY/COUNTY | SITE NAME | SITE ID |
| ALASKA | Anchorage | East Anchorage | 8 |
| ALABAMA | Huntsville | Terry Heights | 97 |
| | Prichard | Harlem | 174 |
| ARKANSAS | Texarkana | T-BON | 220 |
| CALIFORNIA | Compton | Wilmington Cove | 48 |
| | Los Angeles | Southeast | 59 |
| | Oakland | West Oakland | 369 |
| | Sacramento | Avondale/Glen Elder | 187 |
| | San Diego | Lincoln Park/Mtn View/Southcrest | 198 |

| Group A | | | |
|---------------|----------------------------|--|---------|
| STATE | CITY/COUNTY | SITE NAME | SITE ID |
| | San Jose | Washington Area | 201 |
| | Santa Ana | SAINT | 202 |
| | Santa Ana | SPIRIT | 203 |
| | Santa Maria | West Newlove | 286 |
| | Vista | Townsite Neighborhood | 35 |
| CONNECTICUT | Bridgeport | East Side/East End | 25 |
| | Hartford | Northeast | 87 |
| | New Britain | Broad/North Oak/ Arch | 141 |
| | Norwalk | South Norwalk | 150 |
| | Stamford | South End | 214 |
| DELAWARE | Dover | State Street/Salisbury Road | 287 |
| | Wilmington | West Center City | 246 |
| FLORIDA | Brevard County | Diamond Square | 430 |
| | Delray | Delray Beach | 55 |
| | Ft. Myers | Ft. Myers | 75 |
| | Hillsborough County | Palm River | 90 |
| | Homestead/Florida City | Homestead /Florida City | 92 |
| | Miami | Liberty City | 283 |
| | Miami | Little Haiti/Lemon City | 284 |
| | Ocala | Ocala | 152 |
| | Pensacola | Pensacola | 308 |
| | Riviera Beach | Riviera Beach | 149 |
| | Seminole County | Midway / Wynwood /Georgetown | 377 |
| | Tallahassee | Richmond Hghts/Murat Hills/ South City | 218 |
| | Tampa | Sulphur Springs | |
| | Volusia County | Volusia County | 235 |
| | West Palm Beach | West Palm Beach | 241 |
| GEORGIA | Augusta | Barton Village | 13 |
| | East Point | East Washington/Central District | 63 |
| | Macon | Pleasant Hill | 120 |
| ILLINOIS | Springfield | Springfield | 213 |
| | Village of Washington Park | Village of Washington Park | 233 |
| INDIANA | Evansville | Evansville | 296 |
| KENTUCKY | Louisville | Smoketown/Shelby Park | 117 |
| LOUISIANA | LaFourche Parish | Raceland | 107 |
| | Shreveport | Highland/Stoner Area | 304 |
| | Shreveport | Queensborough/ Ingleside | 210 |
| MAINE | Lincoln County | Lincoln | 384 |
| MARYLAND | Baltimore | Northwest--Project Garrison Area | 17 |
| | Silver Spring | Long Branch | 114 |
| MASSACHUSETTS | Boston | Grove Hall | 23 |
| | Brockton | Downtown | 26 |
| | Chelsea | Chelsea | 41 |

| Group A | | | |
|----------------|--------------------|--|---------|
| STATE | CITY/COUNTY | SITE NAME | SITE ID |
| | Lawrence | District C | 293 |
| | Methuen | Arlington | 294 |
| MICHIGAN | Battle Creek | Battle Creek | 298 |
| | Detroit | 11th Precinct | 300 |
| | Grand Rapids | Grand Rapids | 81 |
| | Inkster | Inkster | 100 |
| | Kalamazoo | Kalamazoo | 105 |
| MINNESOTA | State of Minnesota | State administrative entity for Minnesota sites at \$ 725,000: 1. Cass Lake (386) 2. Mahnommen County (136) 3. St. Paul-Frogtown (191) | 335 |
| MISSOURI | Independence | Fairmount | 98 |
| | St. Louis | St. Louis | 189 |
| MONTANA | Great Falls | Great Falls | 425 |
| NEBRASKA | Omaha | North Omaha | 154 |
| | Omaha | South Omaha | 390 |
| NEVADA | Las Vegas | Downtown Area | 126 |
| | Reno | NE Expansion | 305 |
| NEW HAMPSHIRE | Manchester | Downtown/Millyard | 268 |
| NEW JERSEY | Camden | Parkside/Eastside/Northgate I | 33 |
| | Camden | Cooper Plaza/N. Camden/Riverview | 392 |
| | Newark | Clinton-Hill | 393 |
| | Pleasantville | Pleasantville | 318 |
| | Trenton | Northwest | 226 |
| | Trenton | Southeast | 303 |
| NEW YORK | Bronx | Mott Haven | 27 |
| | Buffalo | Eastside | 31 |
| | Buffalo | Westside | 399 |
| | Jamestown | Jamestown | 103 |
| | Poughkeepsie | Poughkeepsie | 173 |
| | Syracuse | Northside | 215 |
| | Syracuse | Westside | 216 |
| | Utica | Utica | 419 |
| NORTH CAROLINA | Fuquay-Varina | Fuquay-Varina | 388 |
| | Gastonia | Gastonia | 389 |
| | Greensboro | Greensboro | 82 |
| | High Point | Core-City | 88 |
| | Lumberton | Lumberton | 119 |
| | Raleigh | Southeast Raleigh | 179 |
| OHIO | Cincinnati | Coalition of Neighborhoods | 43 |
| | Lima | Northend | 113 |
| OKLAHOMA | Lawton | Lawton Outreach Center | 112 |
| | Oklahoma City | Oklahoma City | 153 |
| OREGON | Eugene | Eugene | 69 |

| Group A | | | |
|----------------|------------------|---|-------------------|
| STATE | CITY/COUNTY | SITE NAME | SITE ID |
| | Portland | Rockwood | 407 |
| | Portland | Southeast | 172 |
| PENNSYLVANIA | Philadelphia | Sites' combined allocations within a maximum total of \$675,000: 1. 26th District 2. North Philadelphia (24/ 25th Dist) 3. West Philadelphia (16/19th Dist) | 160 161 162 |
| | Reading | Reading | 420 |
| PUERTO RICO | Caguas | Barriada Morales | 396 |
| RHODE ISLAND | Pawtucket | Pleasant View | 292 |
| | Providence | Olneyville | 175 |
| SOUTH CAROLINA | Charleston | Charleston | 37 |
| | North Charleston | North Charleston | 147 |
| | Spartanburg | Arkwright Community | 408 |
| SOUTH DAKOTA | Brown County | Brown County | 302 |
| | Martin | La Creek/ Martin | 301 |
| | Rapid City | North Rapid | 180 |
| TENNESSEE | Chattanooga | MLK Area-ICDC | 409 |
| | Cleveland | Blyth Ave Neighborhood | 45 |
| | Dyersburg | Dyersburg | 61 |
| | Humboldt | Sixth Street/Sigall Neighborhood | 95 |
| TEXAS | Dallas | South Dallas/Fairpark | 54 |
| | Grand Prairie | Dalworth | 427 |
| | McAllen | Vine Terrace | 124 |
| | San Antonio | East San Antonio | 197 |
| | San Antonio | New West San Antonio | 415 |
| UTAH | Ogden City | Ogden City | 196 |
| | Salt Lake City | Salt Lake City | 324 |
| VIRGINIA | Harrisonburg | Northeast | 325 |
| | Richmond | Blackwell/ Gilpin/ Whitcomb | 183 |
| VIRGIN ISLANDS | St. Croix | Estate Grove Place | 188 |
| | St. Thomas | Estate Bovoni | 67 |
| WASHINGTON | Seattle | Central Seattle | 273 |
| | Toppenish | Toppenish | 225 |
| WISCONSIN | Milwaukee | Citywide administrative entity for Milwaukee sites. Sites' combined allocations within a maximum total of \$675,000: 1. Northside/ CSP 2. Southside 3. United South | 128 129 130 |

Group B: Applications from the following sites are due on September 5, 2003:

| Group B | | | |
|----------------------|--------------------|---|-------------------|
| STATE | CITY/COUNTY | SITE NAME | SITE ID |
| ALABAMA | Mobile | Trinity Gardens | 134 |
| | Montgomery | Westside Community | 135 |
| ARIZONA | Flagstaff | Sunnyside | 70 |
| | Phoenix | Garfield | 163 |
| | Phoenix | Sunnyslope | 285 |
| | Tucson | Kino Coalition | 365 |
| | Winslow | Winslow | 247 |
| ARKANSAS | Pine Bluff | Pine Bluff | 165 |
| CALIFORNIA | Fresno | Southeast | 74 |
| | Fresno | Southwest | 306 |
| | Los Angeles | Pico Union | 116 |
| | Los Angeles | South Central | 115 |
| | Oxnard | Midtown Area | 159 |
| DISTRICT OF COLUMBIA | Washington | Sites' combined allocations within a maximum total of \$675,000: 1. Columbia Heights 2. Marshall Heights/Eastgate 3. Congress Heights | 237 360 295 |
| FLORIDA | Alachua County | Cedar Ridge/Linton Oaks | 3 |
| | Immokalee | Immokalee | 375 |
| | Orlando | Ivy Lane/Holden Hghts | 156 |
| GEORGIA | Atlanta | Pittsburgh/Mechanicsville | 11 |
| | Waycross | Carswell/Hazard Hill | 309 |
| HAWAII | Honolulu | Waipahu | 236 |
| ILLINOIS | Alton | Alton | 334 |
| | Chicago | East Aurora (Kane) | 381 |
| | Chicago | Northwest Austin | 42 |
| | Peoria | Peoria | 313 |
| INDIANA | Ft. Wayne | Ft. Wayne | 382 |
| | Indianapolis | Sites' combined allocations within a maximum total of \$675,000: 1. CNN 2. SUMO 3. Westside | 315 99 423 |
| | South Bend | South Bend | 383 |
| IOWA | Des Moines | Des Moines | 57 |
| KANSAS | Wichita | Wichita | 245 |
| MARYLAND | Baltimore | Washington Village/Pigtown | 18 |
| | Landover | LARC | 322 |
| | Salisbury | Salisbury | 195 |
| MICHIGAN | Detroit | 9th Precinct | 299 |
| | Flint | Eastside | 385 |
| | Muskegon | Muskegon Heights | 137 |
| MISSISSIPPI | Tupelo | Tupelo | 229 |

| Group B | | | |
|----------------|-----------------|--------------------------------------|---------|
| STATE | CITY/COUNTY | SITE NAME | SITE ID |
| MISSOURI | Kansas City | Prospect Corridor | 106 |
| NEW JERSEY | Orange | Orange | 155 |
| | Vineland | Vineland | 234 |
| NEW MEXICO | Las Cruces | Las Cruces | 110 |
| NEW YORK | Rochester | Northeast | 184 |
| | Rochester | Southwest | 319 |
| | Troy | Troy/Rensselaer Co | 227 |
| NORTH CAROLINA | Winston-Salem | Winston-Salem | 248 |
| OHIO | Cincinnati | Madisonville | 401 |
| | Dayton | Dayton | 402 |
| | Hamilton | North End | 403 |
| | Lima | Communitywide | 366 |
| | Cincinnati | Lincoln Hghts/Lockland | 400 |
| | Toledo-Lagrange | Toledo-Lagrange | 223 |
| | Youngstown | Youngstown | 249 |
| OREGON | Portland | Albina | 171 |
| PENNSYLVANIA | Pittsburgh | Hazelwood | 166 |
| | Pittsburgh | Homewood | 168 |
| PUERTO RICO | Aguadilla | Agustin Stahl | 291 |
| SOUTH CAROLINA | Florence | Pee Dee Community | 72 |
| TENNESSEE | Bristol | Anderson Street Neighborhood | 321 |
| | Chattanooga | Westside Community Development Corp. | 40 |
| | Jackson | East Jackson | 323 |
| TEXAS | Corpus Christi | West Area | 51 |
| WASHINGTON | Lakewood | Lakewood | 109 |
| | Rochester | Thurston County | 417 |
| | Spokane | Edgcliff Com. | 418 |
| | Tacoma | Tacoma | 217 |
| WISCONSIN | Madison | Madison | 121 |

FY 2003 PROGRAM GUIDANCE

New Policies

- **Site Development Benchmarks.** A Weed and Seed initiative that is successful and sustainable achieves certain goals by the end of each year. From our experience with these initiatives and with input from the field, EOWS has documented these benchmarks to show sites the level at which they should be performing on an annual basis. The benchmarks are broken out by year, for a 5-year period. **Each site is expected to clearly delineate achievement of these benchmarks in the Semi-Annual Progress Reports.** EOWS will review a site's progress towards successfully attaining each benchmark for the applicable year. A copy of the Benchmarks document can be downloaded from www.ojp.usdoj.gov/eows/funding.htm.

Continuing Policies

- **Official Recognition** will be valid for 5 calendar years from the date it is given. To be eligible for funding in FY 2004, all sites that received Official Recognition prior to May 31, 1999 (equal to 5 calendar years prior to May 31, 2004), will be required to submit a Letter of Intent to develop a new application for Official Recognition by August 31, 2003. The completed Official Recognition application must be submitted to the U.S. Attorney's Office (USAO) by October 15, 2003 (Postmark Date). This will give your USAO enough time to review your application, discuss any matters related to the application with you, and sign the cover letter that must accompany the final application. The final application must be sent to EOWS by October 31, 2003 (Postmark Date), with a cover letter signed the U.S. Attorney.

For a new Official Recognition designation, sites must have resolved all previous audit findings by the Office of the Comptroller and are required to expand to a significantly new area or designate an entirely new area(s) of their jurisdiction. If a site chooses to include the old designated area in the submission and becomes officially recognized and funded, at least 75 percent of the Weed and Seed grant must be used for activities in the new area. Subsequent requests for changes to the approved Official Recognition strategy and designated area need to be submitted by the Weed and Seed Steering Committee to EOWS for approval by the Director.

- EOWS requires that each site have an overall Weed and Seed Coordinator. EOWS strongly recommends that the Coordinator be a full-time position, to be funded through reallocation of existing site resources and/or EOWS grant funds. For sustainability purposes, it will be necessary that prior to the conclusion of the grant period, this position be supported via resources other than the Weed and Seed grant.
- All sites are required to have Internet capability to be able to apply for grants funds through OJP, facilitate communication with EOWS, and support other site activities, and may use their grant funds for this purpose. Sites that do not have an Internet account established can contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.
- Applicants are encouraged to invest Weed and Seed funds in the improvement of their crime analysis and resource mapping capacity.

- Sites that do not submit the following with their FY 2003 funding application will need to do so within 90 days of acceptance of the FY 2003 award by the grantee:
 - **Steering Committee Policies and Procedures (OJP has designated this term to replace the old term “bylaws.”)** The site’s Steering Committee is **required** to adopt policies and procedures for its operations. Samples can be obtained by calling your EOWS program manager at (202) 616-1152.
 - **Mini-grants (Sub-grants) Procedures. Sites intending to award mini-grants (sub-grants) must ensure that those mini-grant awards will be made for criminal justice purposes. Mini-grants made for anything other than criminal justice purposes will be deemed unallowable expenses.** “Criminal justice” is defined as “ activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

All sites are required to provide documentation of the procedures for award and management to be used in the mini-grant process. The procedures must include a clear description of the award process, the areas (not necessarily the recipients) included, and the specific activities that the awards will fund. Primary recipients must comply with the requirements of the OJP Financial Guide. Sub-recipients must comply with State laws and procedures (if applicable), OMB Circulars, and Government-wide common rules specific to the organization type. Sample procedures can be obtained by calling your program manager at (202) 616-1152.

Safe Havens

Since Safe Havens are a key element of the Weed and Seed strategy, all sites are encouraged to have at least one Safe Haven. Sites must locate the Safe Haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is granted, the site’s EOWS program manager will provide the site with the related accounting requirements. For additional guidance on Safe Havens, see the *Executive Office for Weed and Seed Implementation Manual*, which can be downloaded from www.ojp.usdoj.gov/eows/publications.htm.

Background Screening Requirement for Staff Working with Children

Screening of people working with children is an important element of managing a Safe Haven and other youth-focused activities and is required by a special condition of the Weed and Seed grant. Sites must develop and submit to their EOWS program manager the following written protocols within 90 days of acceptance of the FY 2003 award:

- 1) Basic Screening Minimum Standards for staff and volunteers, providing for:
 - Written application and release form with signed statement.
 - Reference checks with telephone contact.
 - Comprehensive personal interviews.
 - Background check of criminal/sexual abuse record. (See EOWS memorandum dated November 5, 2002, on this subject)

2) Supplemental Measures to be used as needed, including procedures to:

- Confirm educational status.
- Confirm licensing/certification status.
- Drug and alcohol testing.

3) Decision-making Guidelines, spelling out:

- Factors that determine the type and extent of screening needed, including the setting (supervision, number of people present, type of staff); worker/child contact (duration, frequency, contact type); special considerations (age, disabilities, state requirements/licences).
- Factors that may impact or limit certain types of screening, including availability/accessibility of information, financial/human resources, immediate need, liability concerns, worker characteristics, etc.
- Management of obtained information.

For further guidance on developing and implementing the above protocols, see “Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support,” published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in April 1988, NCJ 167248, which can be requested from OJJDP’s Clearinghouse by calling (800) 638-8736.

Special Emphasis Initiatives

FY 2003 Weed and Seed Continuation Sites may apply for up to \$50,000 to implement targeted programs encompassing one or **a maximum of two** of the following areas (described in greater detail at www.ojp.usdoj.gov/eows/funding.htm):

- A) Gun Law Enforcement
- B) Justice Innovations
- C) Faith-Based/Community-Based Initiatives
- D) Anti-Gang Crime Initiative
- E) Anti-Drug/Alcohol Abuse Strategies
- F) Methamphetamine Lab/Environmental Activities
- G) Victim Services
- H) Re-Entry Programs for Offenders
- I) Local Evaluation
- J) Prevention Specialty Programs (including Truancy Prevention, Conflict Resolution, Prevention Through the Arts, Mentoring, and Computer Learning Centers)
- K) Neighborhood Restoration

The 2003 application’s Program Narrative must include a separate Special Emphasis Narrative (see page 27) for each initiative selected. In addition, the application budget must clearly specify how the funds requested will be spent for each initiative area. Sites should integrate these initiatives into their overall site strategy and budget, and support them with existing local, state, and other Federal resources, using the Weed and Seed funding only as a “gap-filler” until full, continuing funding can be developed by the site.

Accessing Technical Assistance (TA) and Training

Technical assistance and training are designed to equip Weed and Seed sites with the tools to enhance the work they are doing on their strategies and to strengthen their communities. Technical assistance and training for a site can be funded in one or more of the following ways:

- Weed and Seed grant funds. Each FY 2003 Weed and Seed can budget up to a **maximum** of \$7,500 in grant funds for travel to EOWS-sponsored conferences and training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.

- **Site-driven.** Sites can submit a written TA request asking EOWS to pay for site participant attendance at appropriate off-site training courses, as well as for on-site technical assistance or training. The request is reviewed by the applicable EOWS program manager and forwarded to the EOWS director for final review and approval.

Further information about Weed and Seed technical assistance and training can be accessed at www.ojp.usdoj.gov/eows/assistance.htm. Sites also should take advantage of training supported by other Federal grants; e.g., the training provided by the Regional Community Policing Institutes supported by the DOJ COPS Office (visit the “Training” link at the COPS web site: <http://www.cops.usdoj.gov/>)

Evaluation

National Evaluation. Sites must agree to cooperate with any local or national evaluation under the auspices of DOJ during the course of the grant period.

Local Evaluation. Sites are expected to perform the local evaluation required by earlier grant awards.

Weed and Seed funding for local evaluations is available as a Special Emphasis Initiative option.

All sites are encouraged to develop an arrangement with an academic or analytic partner to analyze their crime problems and/or evaluate the site’s strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs.

Technical assistance can be requested by sites under the site-driven technical assistance system to help plan for these local evaluations.

In addition, sites may call upon their state’s Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

Other Resources for Local Evaluation.

Evaluating a Weed and Seed Strategy (NCJ 191723). A step-by-step approach to a comprehensive local Weed and Seed evaluation. Available in .pdf and text formats at www.ojp.usdoj.gov/eows/publications.htm.

Guidance on local evaluation also can be obtained from the OJP Bureau of Justice Assistance Evaluation Website: www.bja.evaluationwebsite.org.

FUNDING CRITERIA

Limit on Funding per Jurisdiction

EOWS has a limit on funding equal to 3 EOWS-funded sites (\$675,000) per city or county within a given fiscal year. If a city includes counties, the limit applies to the city; if a city has a population of over 5 million, the limit is 4 EOWS-funded sites. Other sites within the jurisdiction may have Official Recognition status.

Funded sites have the option to share resources with unfunded, Officially Recognized sites. However they can do so **only** during an EOWS open solicitation period. A site wishing to share resources must obtain approval from their EOWS program manager prior to submitting the grant application. Upon approval, the funded site's application budget must reflect the allocated amount for the unfunded site.

Period of Award

The period of all awards issued under this application kit will be 12 months.

Use of Grant Funds

Travel-to-Training Funds. In keeping with OJP's effort to reduce the amount of Federal funds used for travel-to-training purposes, EOWS has set \$7,500 as the **maximum** amount of EOWS grant funds that sites can budget for travel purposes.

Weeding Funds. At least 50 percent of the "total award" (e.g., at least \$112,500 of \$225,000) must be used to support weeding activities, which may include community policing activities. Fund use should support the officially recognized weed strategy.

Sample Law Enforcement/Community Policing Budget Items. The following are examples of types of expenditures sites can consider when developing their law enforcement/community policing budgets.

NOTE: These are samples only. Sites are expected to budget appropriate items necessary for the implementation of their law enforcement/community policing strategies.

- Dual & tri band radios or 800mhz radios that would allow departments to use one radio system.
- Communications equipment that would link channels and bands of all first-responders' radio frequencies.
- Audio and video for undercover work, which can include body wires, microphones, tape recorders, still/digital cameras, and video cameras
- Vision enhancement Binoculars - standard and long range night vision equipment
- Global Positioning Systems (GPS) tracking equipment for vehicle surveillance
- 911 Gunfire alert systems
- Radar trailers
- Bicycles and related equipment and uniforms
- Vehicle rentals for short term undercover assignments/surveillance
- Computers and software
- Crime mapping equipment and software
- Any supplies or other equipment directly related to the W/S site
- Training for any of the equipment purchased
- Law enforcement training that would enhance the efficiency and effectiveness of the officers assigned to the W/S initiative.

-Developing and printing a resource guide for Weed and Seed site residents that provides information on resources and agencies available to citizens to help with law enforcement and related Weed and Seed issues.

-Overtime for officers

-Expenditures needed to deal with threats to the safety of Weed and Seed partners

Limit on Overtime Payments. DOJ law enforcement agency policy limits maximum reimbursement for overtime to state and local agencies at a rate equivalent to \$10,901 (25 percent of a GS-10, Step 1) **per officer**, per year. **This requirement applies to all federally-funded task forces.** This limit on reimbursement does not affect the actual pay rate set by the parent agency for its state/local officers: the parent agency should still pay officers at its own rate, whether or not the Federal reimbursement covers the full amount.

Geographic Extent of Weed and Seed Joint Operations. Law enforcement activities eligible for funding under the Weed and Seed program extend to:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area [including] any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto.” [Memorandum dated 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites].

Previously Awarded Asset Forfeiture Funds (AFF) Budget Revisions. Proposed AFF budget revisions should be faxed to EOWS for review (Fax number: 202-616-1159, ATTN: Jonathan Faley). Proposed budget modifications should be the product of coordination among the local law enforcement agency, the Federal law enforcement agency partner(s), and the U.S. Attorney’s Office. **AFF budget modification requests must be coordinated with the U.S. Attorney’s Office and contain a statement to that effect.** EOWS will issue a budget modification response and will notify affected parties. Also see “Frequently Asked Questions about Asset Forfeiture” at <http://www.ojp.usdoj.gov/eows/funding.htm>

Sole Source Justification. Budgets that include non-competitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$100,000.

Food and Beverages. Food and/or beverage expenses provided by recipients are allowable subject to conditions stated in Chapter 7 of the OJP Financial Guide. The Financial Guide can be accessed at www.ojp.usdoj.gov/FinGuide

Van Purchase/Lease. Generally, lease of a van is preferable to purchase. Case-by-case review will be given to requests for grant funds for purchase of a van for use in conjunction with a safe haven.

Renovations. Case-by-case review will be given to requests to use grant funds for minor renovations of a pre-existing facility which do not involve a change of use of the facility. The applicability of the requirements of the National Environmental Policy Act (NEPA) will be assessed at this time. These requirements appear on the EOWS website at www.ojp.usdoj.gov/eows/funding.htm.

Unallowable Costs

Grant funds will not be approved for police patrol cars, guns, or ammunition.

Grant funds may not be used for construction.

Grant funds may not be used to award mini-grants (sub-grants) that are not for criminal justice purposes.

Revision of Grant Budgets

Any proposed revision to the FY 2003 grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson's signature before EOWS can grant approval to the proposed revision.

APPLICATION PROCESS

Using the Grant Management System (GMS)

This information supplements the “GMS Application Procedures Handbook” available through the “Help” feature of the GMS website at <http://grants.ojp.usdoj.gov> and also through the OJP funding opportunities web page via <http://www.ojp.usdoj.gov/fundopps.htm>. Using an established Internet account, or after creating an account with GMS staff assistance, complete the following steps:

- Step 1. Visit <http://www.ojp.usdoj.gov/fundopps.htm> the OJP funding opportunities web page. Click on the GMS button beside the appropriate FY 2002 Weed and Seed application. (You also may go directly to the GMS page at <http://grants.ojp.usdoj.gov>.)
- Step 2. Select the FY 2003 Executive Office for Weed and Seed Program Guide and Application Kit.
- Select PDF or Text link to view application. PDF requires Adobe Acrobat Reader. If you do not have this program installed on your computer, please call the GMS hotline or Select Text version. Select X button on top right of the screen to return when done. Select GMS link. This begins your registration process.
- The GMS application system is being revised to require an exact match of the actual applicant and a list of eligible applicants supplied by EOWS. Check the site list in the Application Kit to see the listing for your site. If you have any questions, call your EOWS program manager at 202-616-1152.
- Step 3. Register and create your **user identification** (which includes a user ID **and** personal password) before an application can be submitted. To obtain a user ID, at the New User Registration prompt, you must first complete the Contact Information page, which includes selecting the Executive Office for Weed and Seed solicitation filed. The final step in the registration process is to click on the “Create” button at the bottom of the page. This will complete the registration process. You will not be able to submit your application until your user identification is approved by the program office. If you have any questions, please call (888) 549-9901. While awaiting approval, you may elect to complete your application and save it to submit after receiving approval or you may wait to complete the application until receiving approval prompt. If you do not have an Internet account established, GMS project staff will assist you in creating an Internet account. Please call the GMS Hotline at (888) 549-9901 for assistance. (Please note that the password for sign-in is case-sensitive: if you enter a password in lowercase, then it will not work if you attempt access by typing it uppercase.)
- Step 4. Approval to submit an application will be sent via e-mail message. After you “SAVE” your application, the Grant Applicant List status screen will be displayed giving you your grant application number. Completing the on-line SF-424 includes acceptance of standard and statutory assurances (See last on-line screen form).
- Step 5. All other documents requiring signatures, addenda, and any other supporting documents **must be faxed to the GMS FAX Line at 202-354-4147** to be included in your “electronic” application. **BE SURE TO INCLUDE YOUR IDENTIFYING GRANT APPLICATION NUMBER ON EVERY PAGE.**

Other Reminders:

AUTHORIZED OFFICIAL VS CONTACT PERSON. All future GMS e-mails regarding the solicitation will go directly to the person identified as the "contact." The contact person should be the person who will be responsible for seeing the application through the whole process, if that person is "George in Accounting" then enter "George in Accounting's" e-mail address as the contact.

ELIGIBILITY CONFIRMATION: Applying is at least a two step process: first, you must get permission to even apply, or be deemed eligible to apply; second, only after receiving the e-mail from the program office confirming eligibility, you may upload your application.

ELECTRONIC FILE ATTACHMENTS: GMS allows only 3 single file attachments to the SF-424 that the applicant must submit: 1) Budget Detail Worksheet—a single file that includes the Budget Detail Worksheet and the Budget Narrative; 2) Program Narrative— a single file that includes all sections of the narrative, as discussed below; 3) Other Program Attachments—a single file that includes the Site Summary and National Directory Update. You also may include in that file maps and any other additional programmatic information that you have in electronic format and wish to add.

Applicants need to understand that they cannot upload more than 1 file under each category. An attempt to load more than 3 single files may erase one of the previous attachments.

1. Application for Federal Assistance (SF-424)

This online form contains 18 different items that are to be completed. You must ensure that all data fields are filled. The Catalog of Federal Domestic Assistance number for the Weed and Seed program is 16.595. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Instructions for completing the SF-424 can be found at <http://www.ojp.usdoj.gov/forms.htm>. You also can contact your EOWS program manager for additional assistance at (202) 616-1152.

2. Program Narrative Attachments

The Program Narrative consists of 8 separate sections, all of which must be attached in GMS as one file. Only the most current file uploaded as an attachment is saved as part of the application. Therefore, you must assemble and attach sections A through H as one file. Following is a list of the 8 sections that must be included in the Program Narrative along with detailed instructions and samples for each section:

Program Narrative Format

- A. Management Structure
 - 1. Role and Responsibility of Fiscal Agency
 - 2. Role and Responsibility of Steering Committee
 - 3. Organizational Chart
 - 4. Policy and Procedure Governing Funding Decisions
- B. Nature and Extent of the Problem
 - 1. Overview of Drug and Violent Crime Activity
 - 2. Resource Needs and Gaps in Service
 - a. Law Enforcement
 - b. Community Oriented Policing
 - c. Prevention/Intervention/Treatment
 - d. Neighborhood Restoration
- C. Scope of Work for the Next 12 Months
 - 1. Official Recognition Strategy Implementation Stage
 - 2. Law Enforcement
 - a. Strategy Summary
 - b. Goal(s)
 - c. Objective(s)
 - d. Activity/Task/Project(s)
 - e. Implementation Plan
 - f. Outcome Measure(s)
 - g. Funding Support

[SEE SAMPLE GRID BELOW]

 - 3. Community Oriented Policing (replicate a-g)
 - 4. Prevention/Intervention/Treatment (replicate a-g)
 - 5. Neighborhood Restoration (replicate a-g)

- D. Special Emphasis Narrative
 - 1. Summary of Issue
 - 2. Continued Special Emphasis Area Summary
 - 3. (Name) Special Emphasis Area
 - a. Goal(s)
 - b. Objective(s)
 - c. Activity/Task/ Project(s)
 - d. Implementation Plan
 - e. Outcome Measure(s)
 - f. Funding Support
- E. The Federal Role
- F. Coordination
 - 1. Current Collaborations
 - 2. Steering Committee Members
 - a. Member Name and/or Agency Represented
 - 1. Contribution
- G. Evaluation
- H. Sustaining Your Weed and Seed Strategy

SAMPLE Grid for Section C2.

Summary:

| | |
|-------------------------|--|
| Goal 1 | |
| Status | |
| Objective 1 | |
| Status | |
| Objective 2 | |
| Status | |
| Activity/Task/Project 1 | |
| Implementation Plan | |
| Outcome Measure | |
| Funding Support | |
| Activity/Task/Project 2 | |
| Implementation Plan | |
| Outcome Measure | |
| Funding Support | |

Program Narrative Instructions and Samples

A. **Management Structure:** The discussion must include the following:

- 1) A brief statement defining the role and responsibility of the fiscal agency
- 2) A brief statement defining the role and responsibility of the Steering Committee
- 3) An organizational chart that includes reporting sequence for site coordinator
- 4) Description of the process by which a program is chosen to be funded, and how decisions are ratified by the Steering Committee [see A.4 sample below]

SAMPLE

The Widget Steering Committee has established Policies and Procedures governing the awarding of grant funds. When the Committee receives approval of Weed and Seed grant funds, an announcement of the availability of such funds is made within 30 days to all pertinent agencies and in the local media. The announcement is in the form of a Request for Proposal designed to meet our goals and objectives. Once locals are notified of funding availability, a training session on how to write a grant proposal/application is conducted.

After grant applications are received, they are reviewed and critiqued by the Grant Review Subcommittee. The subcommittee utilizes a critique form that assigns points (totaling 100) to critical elements of an application submission. Such elements include budget, problem statements, goals and objectives, activities and timetables, etc. The Grant Review Subcommittee makes recommendations to either award, deny or table an application. The applications are then forwarded to the full Steering Committee for review and final determination on all grant applications. Each applicant is then notified of the decision of the Widget Steering Committee. Applicants awarded funds receive training for the management of grants.

B. **Nature and Extent of the Problem:** Provide a summary describing the drug and violent crime problems currently affecting the designated site and emerging problems or significant changes in the level of a specific problem, such as gang activity, re-entry of ex-offenders into the community, firearms usage, burglaries, motor vehicle thefts, etc. ALL claims must be substantiated with current (2001 and up) statistical data. Also briefly describe the current resource needs and service gaps. Reference the site's OR for specifics and update the statistics where applicable. Statistical data should not be more than 2 years old.

SAMPLE

Overview of Drug and Violent Crime Activity

The information provided summarizes the criminal activity in the City of Widget and is taken from the *Widget Weed and Seed FY2000 Official Recognition Strategy*.

The major findings of a recent survey of the Metropolitan Law Enforcement Coordinating Council (MLECC) and Multi-jurisdiction Drug Enforcement Task Force, and the most up-to-date data available on drug price and purity and drug-related health problems indicate illicit drugs are readily available in the three designated neighborhoods of Widget. Cocaine and cannabis continue to be the most visible drugs on the street. Heroin, cocaine, crack cocaine and cannabis were all reported to be readily available in the designated neighborhoods, as was LSD to a lesser degree.

The availability of high quality heroin in Widget has increased which has resulted in the price decreasing. DEA's Domestic Monitor Program (DMP) reports the availability of all four major types of heroin (Mexican black-tar, Mexican brown heroin, Southwest Asian and Southeast Asian

white heroin) in Widget. Further, heroin-related emergency room admissions increased 113% in the Widget area between 1999 and 2002. The majority of those admitted reside in the designated neighborhoods.

Widget is a major receiving and transport area for drugs, particularly cocaine and heroin. The designated neighborhoods are a stronghold for Mexican and Columbian cocaine traffickers, who dominate the distribution markets in the city of Widget and northwest region of the State. Data concerning seizures at Widget International Airport are an indicator of increased trafficking in the State. Between 1999 and 2002, the quantity of narcotics seized by U.S. Customs at Widget International Airport increased from 83.2 pounds to more than 1,378 pounds, with the number of seizures increasing from 148 to 679. While marijuana accounted for the majority of drugs seized by Customs in Widget, the amount of heroin seized during this period increased more than ten-fold, from 6.4 pounds to 66.2 pounds.

Drug Use

Information from drug use prevalence surveys, the ADAM program, and other sources indicate drug use among Widget's youth in grades seven through twelve have declined from 26.1 percent in 2000 to 22.4 percent in 2001; substance abuse among arrestees, probationers, and prisoners continues to increase; admissions to substance abuse treatment programs for illicit drug abuse increased; the number of reported cases of substance affected births increased more than four-fold between FY1990 and FY2000, however, the number of cases reported fell 7% between FY2000 and FY2001.

AIDS has become an epidemic with profound implications for intravenous drug users, their sex partners and children, and the criminal justice community. According to the Widget Department of Social Services, between July 1997 and June 2002, a total of 155 AIDS cases were reported in the city of Widget. As of June 2002, 52 HIV cases had been verified in the designated neighborhoods, with nearly 30% contracting the infection through Intravenous Drug Use (IDU). In March 2000, only 18% of the cumulative HIV cases were infected through IDU.

Violent Crime

According to information obtained from the Widget 2001 Uniform Crime Reports (I-UCR), victimization surveys, and public health care facilities there are indications that violent crime is no longer escalating in the designated neighborhoods; the number of violent crimes reported to the police may be starting to stabilize or even decrease; however, hospital trauma center admissions for gunshot wounds from the designated neighborhoods are showing a slight increase.

In 2001 there were 2,101 violent Index offenses reported to the police in Widget, an increase of less than 1 percent from 2000. However, preliminary data for 2002, based on 6-month reporting totals, suggest violent crime in the designated neighborhoods may decrease 8 percent during this year. In addition, homicides in are down 15 percent through August 2002.

The most frequently reported violent Index offenses in the designated neighborhoods are aggravated assault and robbery. These offenses accounted for 59 percent and 34 percent, respectively, of all violent Index offenses reported to the police in 2001.

Resource Needs and Gaps in Service

Resource needs and gaps in services for specific components of the strategy are delineated below.

Law Enforcement

- Improved crime analysis capability
- Improved evidence collection re: incendiary devices
- Increased funding for vertical prosecution
- Diversion programs for drug offenders
- Alternatives to detention that address unique local needs

Community Oriented Policing

- Increased police presence in neighborhoods
- Coordinator to oversee community service program
- Automated juvenile case tracking system
- Police/probation teams to monitor probationers

Prevention/Intervention/Treatment

- Parenting skills training/social skills training for kids
- Job placement programs for ex-offenders
- Violence prevention/intervention programs for youthful offenders
- Activities that address the underlining causes of crime (employment, education, family support)
- Anti-gang, anti-drug, and anti-violence programs
- Drug rehabilitation programs

Neighborhood Restoration

- Home ownership programs
- Code violation enforcement
- Landlord education programs
- Economic revitalization plan

- C. **Scope of Work for the Next 12 Months:** Out of the 5-year cycle, state what cycle or year the scope of work will encompass. **SAMPLE:** The Widget Weed and Seed site is embarking upon its 3rd year of activities to support it's five year strategy.

Based upon the analysis provided in the "Nature and Extent of the Problem," for each of the four strategy components separately provide the following:

Summary of each components overall Strategy: Using no more than three sentences, state the overall strategy for Law Enforcement, Community Oriented Policing, Prevention, Intervention, and Treatment, Neighborhood Restoration. Under each strategy component summary, provide the following information in a grid format:

Goal(s): Taken from your original Official Recognition Strategy (OR) or revisions there to. What is the status of this goal? Specify the stage the site is in for achieving/completing this goal?

Objective(s): Taken from your original OR or revisions there to. What is the status of this objective? Specify the stage the site is in for achieving/completing this objective?

Activity/Task/Project(s): What specifically will be conducted during Year X (enter the year your site is in relative to the 5 year cycle) to achieve said objective. Identify efforts under way and any new efforts or programs, including both Weed and Seed-funded and non-Weed and Seed-funded efforts, that will respond to the issue. Emphasis should be placed on activities that represent collaborative efforts amongst various federally and non-federally funded programs, especially any jointly funded programs, whether or not they are funded under the Weed and Seed Program.

Implementation Plan: When will this activity/task/project begin and what is the anticipated completion date of this activity/task/project. Name responsible/implementing party for the activity/task/project.

Outcome Measure(s): What standard of measurement will be utilized to assess the progress toward this goal or objective based upon the activity/task/project conducted during this twelve-month period.

Funding Support: Identify the source(s) of funding to support the activities including non-Weed and Seed funds. Also, identify the section in the budget detail that reflects the Weed and Seed funds allocated in support of the activities.

SAMPLE

Law Enforcement

Strategy: Law enforcement plans to coordinate with federal, state, and local law enforcement agencies to combat drug and violent crime in the designated area, reduce gang-related crime, and enhance prosecution of crimes committed with a firearm.

| | |
|------------------------------|---|
| Goal 1 | Reduce juvenile crime in the designated neighborhood. |
| Status | Non-violent juvenile crime in the designated neighborhood has decreased 2-5 % yearly since the inception of the Weed and Seed program. However, there were three homicides committed by youth in the designated area during calendar year 2002. This is a 50% increase from calendar year 2001 figures. |
| Objective 1 | Identify and intensify supervision of high risk youth probationers. |
| Status | A contract to increase the number of hours dedicated to paroled youth in the designated area was entered into with the city parole and probation office during calendar year 2002. Currently, data reflects an increase of 2 hours per youth per month, with each youth receiving a total of 5 hours home visits, one-on-one supervision with parole officer. The recidivism rate amongst the participating youth has decreased 30% over last years figures. This contract will be renewed during this funding cycle. |
| Activity/Task/Project | Last years contract with the city parole and probation office will be renewed and additional criteria added to accommodate the following: Every youth from the designated area that is on probation will receive an education plan and/or vocational plan from their probation officer. The youth will be assigned to an identified institution during school hours. Depending upon the youths economic condition, youth will be eligible to apply for stay-in-school funding assistance from the State allocated educational fund. |
| Implementation Plan | The project is scheduled for August 2003 - July 2004. The Parole and Probation Office will oversee the implementation of this project in collaboration with VOSUM Vocational Institution and the Widget School District. |

| | |
|------------------------|--|
| Outcome Measure | Monthly statistics for W & S cases: probation violations, home visits made, attendance records, stay-in-school jobs secured. |
| Funding Support | The project cost total \$26,000. Cost will be allocated as such: Weed and Seed at 10%, Dept. of Corrections at 50%, and 40% from a OJJDP grant awarded to VOSUM Vocational Institution. Budget Detail Section: A3. |

If a goal and or objective has been accomplished, simply state the achievement of said goal or objective. If a goal and/or objective has been revised or omitted, clearly state the reason. Goals and objectives of your OR should be revisited on a regular basis throughout the life of the strategy, a status of accomplishing those goals should be stated, for they are to be clearly linked to the desired outcomes. Outcome measurements assist in the assessment of your strategies overall success and where modification to goals and objectives are needed.

- D. Special Emphasis Narrative:** Describe the issues facing the community to support the selection of a particular special emphasis area. The discussion must be supported with data to substantiate claims. For special emphasis areas that are being continued from one year to the next, the narrative must also include the following:

- 1) Identify the project(s) being supported with Weed and Seed funds
- 2) Summarize the accomplishments of project(s)
- 3) State the number of years each project has been supported with Weed and Seed funds
- 4) Identify the percentage of Weed and Seed funds contributed to the sustainment of each project implemented in this area
- 5) Identify non-Weed and Seed contributors and the percentage of their contribution to the project.

Follow the narrative with a separate grid as described above for each special emphasis area chosen. Specifically, the grid will contain goals, objectives, activities, implementation plan, and outcome measures.

- E. The Federal Role:** Provide a brief narrative describing the activities the US Attorney's Office will lead or participate in.
- F. Coordination:** List and describe the strategy's current collaborations among agencies, organizations, residents, and non-profits, including the membership of the Steering Committee and other stakeholders. The summary should include the name of participating agencies/entities, name of agency representative, activities conducted by the agency that contribute to the achievement of Weed and Seed goals and objectives, funding contribution, and in-kind resources. Also, provide a list clearly identifying each member of the Steering Committee and their contribution to furthering the goals and objectives of the Weed and Seed strategy.
- G. Evaluation:** Describe methods to be used for reporting, monitoring, and assessing the strategy.

SAMPLE

To ensure that the site's need for information on the impact and effectiveness of the Weed and Seed strategy is met, an extensive evaluation component is being undertaken. In addition to routine monitoring of activities, which at a minimum include site visits and the collection and analysis of monthly data for all funded programs, many formal assessment and evaluation activities are being carried out. Additionally, multiple impact evaluation studies are being undertaken.

We have contracted with the University of Widget, School of Criminal Justice Research Department for two part-time graduate students dedicated specifically to evaluating the Weed and Seed strategy. They will collaborate with decision-makers on an ongoing basis to identify and prioritize information needs. They will frame research questions and identify the resources needed to answer them. They will also design and develop evaluation studies and work to see that they are carried out through subcontracts.

- H. **Sustaining Your Weed and Seed Strategy:** There is no guarantee of continuation funding, therefore, applicants are required to include a statement describing their capacity to continue the strategy after Weed and Seed funds are no longer available.

SAMPLE

Weed and Seed funds are used to supplement the budgets of existing service providers. All projects are required to show, at the time of their application, a plan to acquire funding through other means, as our contribution to their budgets will be reduced by 25% each year. For example, a program that is fully funded with Weed and Seed funds are required to show in their application for funding their ability to sustain the program at or above the current level the following year with only 75% Weed and Seed funds, the following year they must show their ability at 50%, followed by 25%. By the last year, this program should be fully sustained.

3. Budget Detail Worksheet and Budget Narrative Attachment

Important: The OMB-approved Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice. However, all required information must be provided. Use of the OMB-approved Budget Detail Worksheet will help to minimize confusion when the budgets are being reviewed, thus helping to reduce the number of changes the applicant will need to make and ultimately allowing a faster turn-around time on budget clearance. The Budget Detail Worksheet form can be downloaded from <http://www.ojp.usdoj.gov/forms.htm>.

- A. Sample Weed and Seed Budget Detail Worksheet
- B. Sample Weed and Seed Budget Narrative

Sample Budget Detail Worksheet

Please bear in mind that this sample budget is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items that are not direct expenditures of the organization are detailed under the Contractual category (section G.). For example, the police overtime costs would not be direct expenditures of a non-profit organization.

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| Name/Position | Computation | Cost |
|--|--|------------------------|
| 1) Weed and Seed Coordinator | \$35,000/year @ 100% | \$35,000 |
| 2) Police Overtime (Joint Task Force) | \$40/hour @ 135 hours | 5,400 |
| 3) Parole/Probation Overtime | \$40/hour @ 65 hours | 2,600 |
| 4) Community Police Officers (2) Overtime | 2.5 hrs per day x 5 days per mo. x 2 officers x 12 mos. @ \$37.00 overtime hourly rate | 11,100 |
| 5) Officers (4) for Gun/Drug Detail | 4 hrs per day x 4 days per mo. x 4 officers x 12 mos. @ \$37.00 overtime hourly rate | 28,416 |
| 6) Lieutenant Supervisor | 4 hrs per day x 3 days per mo. x 12 mo. @ \$43.00 overtime hourly rate | 6,192 |
| 7) Community Outreach (civilian) | 4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour | 7,140 |
| TOTAL: | | <u>\$95,848</u> |

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

| Name/Position | Computation | Cost |
|------------------------------------|--------------------|------------------|
| 1) Weed and Seed Coordinator | \$35,000 x 18.55% | \$6,493 |
| FICA | @ 6.2% | |
| Health/Life insurance | @ 8.9% | |
| Worker comp | @ 2.0% | |
| Medical Tax | @ 1.45% | |
| TOTAL: | | <u>\$6,493</u> |
| Total Personnel & Fringe Benefits: | | <u>\$102,341</u> |

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| Purpose of Travel | Location | Item | Computation | Cost |
|---|-----------------|-------------------------------|--|----------------|
| Weed and Seed Workshops and Conferences (Type and number to be determined by EOWS) | | | | |
| 1) EOWS-sponsored conferences: 2 people (1 Coordinator or other site rep., 1 Law Enforce. rep.) | | | | |
| | | | @ \$1000/trip x 3 trips | \$6,000 |
| | | Air fare | \$500/trip | |
| | | Hotel | \$100/night x 3 nights = \$300 | |
| | | Per Diem | \$40/day x 4 days = 160 | |
| | | Incidentals (taxi cabs, etc.) | \$40/trip | |
| | | Total | \$1,000 | |
| 2) Regional/Statewide Meeting: 3 people @ \$500/ trip x 1 trip | | | | |
| | | Mileage/airfare not to exceed | 300 miles x \$0.325/mi. x 2 ways = \$195 | \$1,500 |
| | | Hotel | \$92.50/night x 2 nights = \$185 | |
| | | Per Diem | \$40/day x 3 days = \$120 | |
| | | Total | \$500 | |
| TOTAL: | | | | <u>\$7,500</u> |

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| Item | Computation | Cost |
|--|-------------|------------------------|
| 1) Computer for coordinator | | \$1,500 |
| 2) Printer | | \$500 |
| 3) Computers for Learning Center (10 computers @ \$1,500 per unit) | | \$15,000 |
| 4) Color printer for Learning Center | | \$500 |
| 5) Software for Learning Center | | \$2,080 |
| 6) Laptop Computers for Police Officers (Joint Task Force) (2 @ \$2000 ea.) | | \$4,000 |
| 7) Printer for Police Computer (Joint Task Force) | | \$500 |
| 8) Video Camera for Police Officers (Joint Task Force) | | \$1,400 |
| 9) Bicycles for Community Policing unit (Joint Task Force) (5 x \$2000 ea.) | | \$10,000 |
| 10) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force) | | \$500 |
| 11) Crime Mapping Software (Joint Task Force) | | \$3,140 |
| TOTAL: | | <u>\$39,120</u> |

NOTE: Equipment purchases all relate back to the program narrative which supports purchases.

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

| Supply Items | Computation | Cost |
|---|----------------------------|---------|
| 1) Weed and Seed Office Supplies | \$167.25/month @ 12 months | \$2,007 |
| File folders and accessories @ \$25 each | | |
| Rollerball Pens @ \$10.25 per pack | | |
| Microcassette tapes @ \$30 each | | |
| Printer cartridges @ \$40 each | | |
| Multipurpose copy paper @ \$30 | | |
| Misc items @ \$32 (scissors, staples, correction fluid, paper clips, glue, tape, markers) | | |
| 2) Office Supplies (Special Emphasis) | \$89.75/month @ 12 months | \$1,077 |
| Scissors, staples, correction fluid, paper clips, glue, tape, markers, pens, pencils | | |
| 3) Video Surveillance Supplies (Joint Task Force) | | \$ 50 |
| Video Camera Film | | |

4) Public Relations Materials for community outreach efforts \$3,165
 Special Emphasis Gun Law Enforcement Program
 (Project Safe Neighborhoods)

| | | |
|----------------------|--------------|---------|
| Water Bottles | 500 @ \$2.88 | \$1,440 |
| Bubble Pen on a Rope | 500 @ \$1.45 | \$ 725 |
| Cube Note Pads | 500 @ \$2.00 | \$1,000 |

NOTE: Items purchased should be reasonable and support the Official Recognition strategy.

5) Public Relations Publications: \$1,500

- a. Flyers to inform community of services
 available at Safe Haven 1,000 @ .50 each \$ 500
- b. Project Safe Neighborhood flyers, booklets
 to inform Community about Cease Fire,
 Exile, Crime Stoppers, 1,000 @ \$1.00 each \$1,000

TOTAL: \$7,799

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

| Purpose | Description of Work | Cost |
|---------|---------------------|------|
|---------|---------------------|------|

****Please note that construction costs are not allowable with Executive Office for Weed and Seed funds. Renovation (i.e. to restore to original state) may be allowable if justified and approved by the Executive Office for Weed and Seed.**

TOTAL: _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. **Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.**

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| Name of Consultant | Service Provided | Computation | Cost |
|--------------------|------------------|-------------|------|
|--------------------|------------------|-------------|------|

- 1) Safe Haven
 - \$15,000 Computer Instructor
 (\$11.10/hour x 26 hours/wk x 52 weeks)
 - \$15,000 Community Outreach Training
 (\$15/hour x 20 hours/wk x 50 wks)

| | | |
|--|---|------------------------|
| \$10,000 Tutors (\$20/hour x 10 hours/wk x 25 weeks x 2 tutors) | | \$40,000 |
| 2) Copying Service for Newsletter | 4 pages x 1000 copies 5 times per year @ .05 per copy | \$ 1,000 |
| 3) Internet Service Provider (annual fee) | | \$ 1,000 |
| | Additional Internet site-annual fee (Joint Task Force) | \$ 250 |
| 4) Crime Analysis and Mapping (Joint Task Force) | | |
| | \$5,200 Data Entry Personnel (\$20/hour x 5 hours/wk x 52 weeks) | \$ 5,200 |
| 5) Automobile lease for undercover vehicle (Joint Task Force) | | |
| | (\$500/ month x 12 months) | \$ 6,000 |
| | (Undercover police cars are leased) | |
| TOTAL: | | <u>\$53,450</u> |

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| Description | Computation | Cost |
|---|---|------------------------|
| 1) Buy Money (Joint Task Force) | | \$6,390 |
| Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds." | | |
| 2) Office Space Rental (Joint Task Force) | | |
| | \$1.00/sq. foot x 400 sq. feet: \$400/month @ 12 months | \$4,800 |
| 3) Monthly Service for Citizen Police Academy Cellular Phones | | |
| | \$30/mo. x 12 mos. x 10 phones | \$3,600 |
| TOTAL: | | <u>\$14,790</u> |

I. Indirect Costs - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| Description | Computation | Cost |
|--------------------|--------------------|--------------------|
| TOTAL: | | <u>\$ 0</u> |

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

| <u>Budget Category</u> | <u>SEED</u> | | <u>WEED</u> | |
|--------------------------|------------------|-------------------|---|------------------------|
| | <u>EOWS Core</u> | <u>Safe Haven</u> | <u>*Gun Law Enforce. Special Emphasis</u> | <u>Law Enforcement</u> |
| A. Personnel | \$35,000 | \$0 | \$45,708 | \$15,140 |
| B. Fringe | \$ 6,493 | \$0 | \$0 | \$0 |
| C. Travel | \$ 4,000 | \$0 | \$0 | \$ 3,500 |
| D. Equipment | \$19,580 | \$0 | \$0 | \$19,540 |
| E. Supplies | \$ 2,507 | \$0 | \$ 4,242 | \$ 1,050 |
| F. Construction | \$0 | \$0 | \$0 | \$0 |
| G. Consultants/Contracts | \$ 1,000 | \$40,000 | \$0 | \$12,450 |
| H. Other | \$0 | \$0 | \$0 | \$14,790 |
| TOTAL DIRECT COSTS: | \$68,580 | \$40,000 | \$49,950 | \$66,470 |
| I. Indirect Costs | \$0 | \$0 | \$0 | \$0 |
| TOTAL PROJECT COSTS: | \$68,580 | \$40,000 | \$49,950 | \$66,470 |

Overall Summary

| <u>Budget Category</u> | <u>Total Budget</u> |
|--------------------------|---------------------|
| A. Personnel | \$ 95,848 |
| B. Fringe | \$ 6,493 |
| C. Travel | \$ 7,500 |
| D. Equipment | \$ 39,120 |
| E. Supplies | \$ 7,799 |
| F. Construction | \$0 |
| G. Consultants/Contracts | \$ 53,450 |
| H. Other | \$ 14,790 |
| TOTAL DIRECT COSTS: | \$225,000 |
| I. Indirect Costs | \$0 |
| TOTAL PROJECT COSTS: | \$225,000 |

*For the purpose of this sample budget, the Gun Law Enforcement Special Emphasis area is a "weeding" specific area, hence the reason it appears under Weed above. Be sure to list your Special Emphasis Area budget breakdown under the appropriate element: Seed or Weed.

Sample Budget Narrative

Personnel (\$95,848)

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$5,400 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the designated area.
- 3) A request of \$2,600 will assist in the cost incurred to increase supervision of youth on parole/probation.
- 4) A request of \$11,100 will cover the cost of overtime for 2 Community Police Officers who will be assigned to Safe Havens and once a month make educational presentations at local schools in the designated area. These officers will be a part of the Special Emphasis Gun Law Enforcement effort that will be involved with educational, prevention, and intervention efforts of gun law enforcement.
- 5) A request of \$28,416 will cover the cost of overtime for 4 officers working 4 days per month for 12 months. These officers will work the gun/drug detail car that provides enforcement and interdiction efforts within the designated area.
- 6) A request of \$6,192 will cover overtime costs of 4 hours for 3 days per month of the Lieutenant Supervisor who will be responsible for hands-on coordination and project direction of the special emphasis initiative.
- 7) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.

Fringe (\$6,493)

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

Travel (\$7,500)

A request of \$7,500 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of EOWS-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one regional/statewide meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip). We realize that prior to any travel, the site needs pre-approval by EOWS. These estimated trips include representation by one law enforcement officer per trip.

Equipment (\$39,120)

- 1) A request of \$2,000 for a computer (\$1,500) and printer (\$500) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area.
- 2) A request of \$15,500 is made to cover costs for supplying the computer lab with 10 computers at \$1,500 each, one printer (\$500) for the lab, and educational software (\$2,080). This will be used by both children and adults for various trainings and educational uses.
- 3) A request of \$4,500 for 2 laptops (\$2000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.
- 4) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.

5) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.

6) A request for \$500 for the purchase of 10 Digital/Cellular Telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the designated area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.

7) A request for \$3,140 for implementation and operation of a crime mapping program.

Supplies (\$7,799)

A request of \$2,007 will be to cover supply costs for the Coordinator and the Weed and Seed office. A total of \$1,077 will cover office supplies for the Gun Law Enforcement Program (Special Emphasis). A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials. Public relations materials in the amount of \$3,165 will cover community outreach efforts of the Gun Law Enforcement Program. Public Relations Publications in the amount of \$1,500 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.

Contractual (\$53,450)

A request of \$40,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. Internet service will be provided to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$250. A contract between the local University for Data Entry of Crime statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the designated area.

A request of \$6,000 for the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

Other (\$14,790)

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force. (\$6,390) Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. **The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds."**

2) Office space will be needed for the Joint Law Enforcement Task Force. The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised. (\$400 per month for 12 months)

3) A request of \$3,600 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.

4. Other Program Attachments

You should attach one file that contains the following:

- A. **Site Summary.** Each main heading of the Site Summary should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman font. The summary should be organized as follows:
 - 1. Site Name, City, and State
 - 2. Background:
 - When the site was initiated
 - Description of the Designated (Target) Area: **include street names, census tracts, and any other identifier such as police district, etc.**
 - Whether and how the initial designated area has been expanded
 - Organizational Structure (describe Steering Committee and Subcommittees)
 - 3. Overall Strategy Goals for each component:
 - Law Enforcement
 - Community Policing
 - Prevention/ Intervention/Treatment (*including Safe Haven name(s), location(s), and programs*)
 - Neighborhood Restoration
 - 4. Special Emphasis Initiatives and Other Federally-Funded Programs
 - 5. Evaluations Completed or Underway/Evaluation Plans
- B. **National Directory Update**

5. OJP Assurances and Certifications

Completing the on-line SF-424 includes acceptance of standard and statutory assurances. The authorizing official must review the Assurances and Certifications forms in their entirety. The authorizing official does not need to submit signed hard copies of these forms to EOWS. Click to “sign off” on these on the GMS application. Assurances and Certifications are further discussed under the **Administrative Provisions** section.

6. Letter of Commitment and other required documentation. Be sure to fax the following documents to the GMS RightFax Line:

- A. Signed U.S. Attorney Letter of Commitment
- B. Signed Letter of Non-supplanting
- C. Government Performance and Results Act (GPRA) Forms. **You also must fax these forms along with your site map to JRSA at (202) 842-9329.**
- D. A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s). **Also, fax this information to JRSA along with your GPRA forms.**
- E. Completed/signed Accounting System and Financial Capability Questionnaire, if applicable. **This form is required of all new applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.** (download form from www.ojp.usdoj.gov/forms.htm)
- F. Signed Confidential Funds Certification, if applicable (sample provided in the OJP Financial Guide, Chapter 8: Confidential Funds, at www.ojp.usdoj.gov/FinGuide/)
- G. Indirect Cost Agreements, if applicable

ADMINISTRATIVE PROVISIONS

Grantee Reporting Requirements

- ▶ **Government Performance and Results Act (GPRA).** Every year, ALL funded Weed and Seed sites—even if not submitting a funding application in a given year—are **required** to monitor the program elements designed for tracking under the Government Performance and Results Act (GPRA). The FY 2003 data collection for GPRA has been revised to include new data elements (see GPRA Forms at www.ojp.usdoj.gov/eows/funding.htm). The U.S. Attorney's Office will track specified Federal law enforcement data. The grantee will track the specified state and local law enforcement data and the other GPRA data elements and will report the data directly to the Weed and Seed program tracking database. Awards will be delayed and funding draw-downs may be withheld if the GPRA reports are delinquent.
- ▶ **Financial Status Report:** Financial status reports (SF 269-A) are due within 45 days following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due within 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Awards will be delayed and funding draw-downs will be withheld if progress and financial status reports are delinquent.
- ▶ **Semi-Annual Progress Report:** Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the site's overall Weed and Seed strategy and the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award.
- ▶ **Single Audit Report:** Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is due to the Federal Audit Clearinghouse 9 months after the end of the recipient's fiscal year.

NOTE: Awards will be delayed and funds will be withheld until the above-referenced reports are submitted.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- ▶ Failure to comply substantially with the requirements or statutory objectives of the Weed and Seed Program and guidelines issued thereunder, or other provisions of Federal law.
- ▶ Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- ▶ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.

Some examples of actions that may result in sanctions include:

- ▶ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ▶ Filing a false certification in an application, other report, or document.
- ▶ Withdrawal of commitment by the US Attorney.
- ▶ Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR Part 18.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. A sample Letter of Non-Supplanting can be downloaded at www.ojp.usdoj.gov/eows/funding.htm.

Coordination of Federal Efforts

A description of coordination is required as part of the Program Narrative.

Assurances

The GMS submission includes acceptance of a list of assurances that the applicant, by signing the SF-424, assures that it will comply with the requirements contained in the assurances in order to receive Federal funds under this program.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The GMS submission includes the grantee's acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. The applicant will be asked to agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. The applicant will be asked to commit to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug Free Workplace (Grants). The certification will be treated as a material representation of fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC to or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. SPOCs are posted on the OJP website: www.ojp.usdoj.gov/state.htm.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. Applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

Human Subjects Research and Confidentiality Compliance

Grantees will be required to comply with 28 CFR 22 and 46. The applicant should indicate whether activities proposed in the application include research that may involve human subjects, as defined in 28 CFR 46. The DOJ is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures are to be followed. The policies set forth in 28 CFR 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR 46.101(b)(1).

Information Technology (IT)

The OJP encourages information sharing to enable interoperability between all justice agencies and across Federal, state, and local jurisdictional boundaries. IT systems include automated information systems used by each of the justice system components (law enforcement, courts, prosecution, defense, corrections, probation and parole) in their internal day-to-day business and in communicating with each other. To support state and local justice integration and interoperability of these systems, OJP asked each Governor to designate a "point of contact" to provide information on IT plans to facilitate coordination among state and local agencies. State and local recipients of awards that will be used in whole or in part for information systems may be required by the awarding OJP Bureau to communicate with this point of contact about their information technology plans. By increasing state and local communication, when planning and implementing information technology, OJP funds are intended to be used to support interoperable, rather than isolated, information systems. The name and address of your State Information Technology Point of Contact can be obtained by calling the OJP customer service line at 1-800-458-0786, or on the OJP web page at www.ojp.usdoj.gov/iti/states.htm.

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through the FY 1997 DOJ Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

The following Weed and Seed Training and Supplemental Materials for 2003 Continuation Funding Applicants are on the web at:

www.ojp.usdoj.gov/eows/funding.htm

- A. National Directory Update
- B. Sample Letter of Non-Supplanting
- C. Site Development Benchmarks
- D. Special Emphasis Initiatives
- E. GPRA Forms